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10 FEB 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

25X1

SUBJECT: OIS Weekly Report (3-9 February 1982)

Classification Review Division

CRD reviewed a total of 3,510 CIA documents (16,838 pages) and declassified .2 percent. An additional 27 non-CIA documents (846 pages), two Department of State galley proofs (388 pages), seven manuscripts (923 pages), and five miscellaneous documents (30 pages) were also reviewed.

The Agency Historian, Dr. McDonald, has been in touch with the head of the Army Center of Military History regarding the histories of the Vietnam War to which several ex-Army of the Republic of Vietnam (ARVN) generals are contributing. The first of these histories, "The Final Collapse," is at the Government Printing Office now, is about two months from being printed, and, since it concerns itself primarily with ARVN activities, does not encroach upon the Agency's activities. A copy will be provided to Dr. McDonald prior to its release and he is aware that CRD is interested in reviewing it and the others subsequently. All of these proposed publications are being or will be passed for review to CIA and other appropriate agencies whose equities may be touched upon.

Records Management Division

RMD officers met with the Records Management Officer, Office of Security (OS), to discuss automating the OS Registry. This included a briefing on the status of registry automation in the Agency and the plans for developing TRIS (The Records Information System). RMD intends to visit the OS Registry soon to survey the operation and to make recommendations for improving document control procedures which could involve changes in manual procedures or the automation of certain functions.

Regulations Control Division

RCD's workload of regulatory issuances increased from 118 to 127 active jobs during the past week representing the difference between those issuances published and the number of newly initiated proposals. For this reporting period,

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from background.

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RCD carried out the following 36 actions on issuances: 12 were newly initiated; five were in active negotiation; seven were circulated for Agency-wide coordination; nine were forwarded to the DCI, DDCI, DDO, or DDA for approval; and three were published by the Printing and Photography Division.

Issuances of general interest in process this week include notices announcing the appointment of [] as Deputy Director of Research and Development [] and describing an Office of Personnel Management Summer Jobs Program for 1982 [] and bulletins promulgating a code of conduct [], publicizing a ceremony to introduce Agency participants in the DCI Exceptional Intelligence Analyst Program [], and advertising a Black History Month Program [].

RCD continues to monitor the status of [], Weather Emergencies, initiated by the Office of Personnel on 11 January. The Director of Personnel has raised some questions on the proposed draft that his staffs must respond to before sending to RCD for processing. Meanwhile, current Agency policy on weather emergencies is governed by [] dated 5 December 1979

RCD engages in a number of research tasks for Agency components on a regular basis. Those carried out the past week include: []

Information and Privacy Division

A separate report is attached.

Attachment:
As stated

EXO/OIS [] (10 Feb 1982)

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